

Purchasing Update

Division of Purchasing
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Training Highlights ...

The next NIGP Workshop, Effective Contract Writing, (CEU Units 2.) has been scheduled. 2 days, April 5 & 6, 2007. Please register ASAP or no later than 4:00 pm this Friday March 30, 2007. Visit our website at www.adm.idaho.gov/purchasing and click on the link to State Buyer Training to register or send an e mail to pearl.smith@adm.idaho.gov for additional information.



The supporters I value are those who will support me when I am wrong. Anyone can support me when I am right.
W.L. Melbourne

Remember to mark your calendar and attend the Division of Purchasing **Vendor Fair**, to be held April 17, 2007. This event will take place at the Holiday Inn Convention Center, located at 3300 Vista Avenue, Boise. We have a full day of activities planned and approximately 35 booths to visit. Soup & Salad Bar Lunch will be included with your free admission.

This event is open to all State and Public agency purchasing personnel for the purpose of Interacting with your peers and sharing information with vendors, gaining additional product knowledge, and discussing available contracts and services.

There will be e procurement training available in the morning and afternoon. This is your opportunity to brush up on SICOMM and ask any questions about the latest upgrades and changes to the system.

The Division of Purchasing has contracted for another five (5) years with SICOMM to provide this service application.

Sicomm Updates from Bonnie Sletten

Reporting Software Issues

As the Sicomm System Administrator I am here to help, in order to assist in the tracking and documentation of reported software issues, please follow this process to report technical issues or request technical assistance:

When you are reporting a problem or request assistance for Sicomm please call or email me first. Bonnie.Sletten@adm.idaho.gov or 208-332-1606.

If you send an email, please include the document #s you have (PREQ, REQ, RFQ, POs, etc) and the steps you took (as detailed as possible) that generated the problem. This information is very important in helping us to diagnose/ troubleshoot the problem.

Most often I will be able to assist and resolve the issue. If I am unable to resolve the issue I will forward this on to Sicomm.

Also, DOP and SicommNet request that phoned-in requests directly to Sicomm be avoided unless it is an emergency situation. Again, please include the document #s you have (PREQ, REQ, RFQ, POs, etc) and the steps you took (as detailed as possible) that generated the problem. This information is very important in helping us to diagnose/ troubleshoot the problem.

This process will allow SicommNet and the DOP System Administrator to stay fully informed of all issues and collaborate on their resolution. It will also allow us to provide better customer service to our end-users through the documentation and tracking of all issues with all members of SicommNet's Technical Support team. Moreover, it will lead to enhancements to our system.

New Releases and Changes

Sicomm is getting ready to release several new changes and enhancements to the system. You may start seeing them in the next few weeks. Here is a hint of what's coming;

Excel Bid Tab – In the abstract you will see a link to reformat the abstract to excel.

Question and answer section on the header for formal bids – this will allow vendors to ask questions directly in the RFP, ITB or RFQ document.

Documents will have an 'issue release date' – you will be able to stage a document for delayed or future release date.

New file attachment functionality - attaching files will be the same through out the system. (And hopefully not drop off!)

Optional title field – you will be able to give a document a title that may describe your bid better than the NIGP code description.

These features and more will be coming soon. You will have an opportunity to review these features at the April Vendor Fair where Ellen from Sicomm and I will be demonstrating the new enhancements.

FRAUD OR NEW SCAM?

Several of you have received an e-mail from DELL (supposedly) requesting credit card information to pay for an item they say you recently ordered.

Beware and always be sure of your contacts and information regarding any credit card transactions or release of information.

Gregory Lindstrom has contacted Dell and they have forwarded this information to their fraud division for investigation.

INCOME TAX DEADLINE



Just a reminder that it is that time of year and you have less than a month to get those taxes prepared to beat the deadline of April 15.

For more information, forms and on line filings visit the Idaho State Tax Commission website; tax.idaho.gov

Boise area phone number: 334-7660

Toll free: 800-972-7660

STATEWIDE CONTRACT UPDATES

Contract SBPO1189 with Weinhoff and Associates for CDL Alcohol & Controlled Substance Testing.

This contract is expiring May 5, 2007. Purchasing will re-bid this contract. To provide sufficient time to bid, we will be extending the existing contract, for approximately 3 additional months.

Contracts SBPO 1258 through 1262 for Vehicles.

Tony Opalka wants to remind you again of the vehicle cutoff dates. You will find these posted on our website. If you have any questions call Tony at 208-332-1603 or send him an e mail at; Anthony.opalka@adm.idaho.gov

If you have a need or would like to see a commodity provided as a Statewide Contract, we would like to hear from you.

Purchasing Update is a newsletter for the **Department of Administration, Division of Purchasing** designed to provide purchasing information to state and public agency purchasing personnel. Anyone wishing to contribute information and ideas for future articles; has questions regarding state purchasing issues; the **Division of Purchasing** mission or activities, please contact Pearl Smith at (208)-332-1612 or pearl.smith@adm.idaho.gov